

Microsoft Word - Intermediate

Controlling Page Layout

- Accessing The Header Or Footer
- Editing The Header Or Footer
- Navigating And Inserting Page Numbering
- Changing Document Margins
- Inserting A Page Break
- Delete A Page Break

Web Features

- Creating A Hyperlink
- Emailing A Document From Word (Using Outlook)
- Save A Document As A Web Page

Working With Sections And Columns

- Sections
- Columns

Using Styles And Building Blocks

- Using Styles
- Using Building Blocks

Working With Graphics

- Inserting Pictures
- Inserting Smartart
- Inserting Wordart
- Inserting Symbols
- Creating A Watermark
- Creating Shapes
- Creating Borders
- Text Shading

Templates

- Using An In-Built Template
- Creating A Custom Template
- Creating A Document From A Custom Template
- Modifying A Custom Template

** Course content can be modified to suit your organisation*



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